



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, April 24, 2019

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Spears, Van Zeeland, Thao and Siebers

**Excused:** 1 - Raasch

3. Approval of minutes from previous meeting

[19-0281](#)

Minutes from 2/13/19

**Attachments:** [Minutes 2.13.19.pdf](#)

**Spears moved, seconded by Van Zeeland, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Spears, Van Zeeland, Thao and Siebers

**Absent:** 1 - Raasch

4. Public Hearings/Appearances

5. Action Items

[19-0588](#)

Request for Public Works to change 4 Operator positions to 4 Operator I positions.

**Attachments:** [DPW reorg Operator to Op 1.pdf](#)

**Spears moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Spears, Van Zeeland, Thao and Siebers

**Absent:** 1 - Raasch

6. Information Items

[19-0532](#) ORGANIZATIONAL MATTERS  
Elect a Vice-Chair  
Set meeting date/time  
Designate a contact person  
  
*Contact Person: Director Matz*  
*Vice Chair: William Siebers*  
*Date/Time: will be discussed at next meeting*  
**This Report Action Item was received and filed**

[19-0589](#) I.T. Department updates on:  
IT Department Responsibilities  
ERP  
Fiber/Jones Park - Memorial Park  
Migration to new servers  
MDC upgrades  
PC Upgrades  
  
**The I.T. update was presented**

[19-0280](#) Responses from questions at the February committee meeting.  
  
***Attachments:*** [February meeting responses.pdf](#)  
  
**This answers were presented**

[19-0522](#) 2019 Employee Glance Chart  
  
***Attachments:*** [2019GlanceChart 4 3 19.pdf](#)  
  
**This glance chart was presented**

[19-0529](#) 2018 Pay for Performance data.  
  
***Attachments:*** [2019 P4P adjustment for all departments.pdf](#)  
  
**This data was presented**

[19-0590](#) Changes to Conditions of Employment policy  
  
***Attachments:*** [CONDITIONS OF EMPLOYMENT.pdf](#)  
  
**This policy was presented**

[19-0591](#) Changes to Privacy Policy  
  
***Attachments:*** [PRIVACY POLICY.pdf](#)  
  
**This policy was presented**

[19-0301](#)

Recruitment status report 4-19-19

**Attachments:** [RSR thru 4-18-19.pdf](#)

**This report was presented**

7. Adjournment

**Spears moved, seconded by Van Zeeland, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Spears, Van Zeeland, Thao and Siebers

**Absent:** 1 - Raasch